

DOD EMAIL UPDATE

**NAVFAC/USMC E2E
PROCUREMENT CONFERENCE 6-8
NOVEMBER 2007**

Presented by: Freda Reilly

OUTLINE



- **DOD EMALL OVERVIEW**
- **DOD EMALL ADVANTAGES**
- **SAMPLE DOD EMALL ORDER**
- **NAVFAC ATLANTIC DEPLOYED CONTRACTS**
- **QUESTIONS?**

DOD EMALL OVERVIEW



- **DOD EMALL (EMALL) is an on-line ordering tool maintained by the Defense Logistics Agency (DLA) at www.emall.dla.mil**
- **EMALL is NAVFAC's required ordering method for IDIQ Facility Support Contract (FSC) Services < \$100K**
- **NAVFAC has approximately 200 FSCs posted on EMALL**
- **Common FSCs are Grounds, Janitorial, Refuse Collection, Snow Removal, Environmental Sampling, etc.**
- **Supported Commands & NAVFAC may order pre-priced IDIQ line items using a Government Purchase Card as a method of payment**

DOD EMAIL ADVANTAGES



- **Facilitates fast and easy direct ordering online at www.emall.dla.mil**
- **Eliminates rotating sources and obtaining quotes**
- **NAVFAC contracts on have been competed or negotiated**
- **NAVFAC Contracting Officer's have determined pricing as "fair and reasonable"**
- **Provides an audit trail for cardholders**
- **Contractor provides cardholder with receipt for each order**

DOD EMALL ADVANTAGES



- **NAVFAC Contracts listed on DOD EMALL by DODAAC**
- **NAVFAC Permission required to obtain access via letter to DLA**
- **Permission granted by local NAVFAC EMALL Coordinators**
- **NAVFAC Contracts contain contract clauses, terms, warranties, local base requirements, and restrictions protecting purchases vs. open market transactions**
- **EMALL encrypted orders ensures secure purchase card transactions**
- **Allow Contractor and Government to update order status**

SAMPLE DOD EMAIL ORDER



Text Viewer

-----BEGIN PGP SIGNED MESSAGE-----

DELIVERY ORDER TO:

NAVFAC Janitorial Template
1322 Patterson Ave. SE
Suite 1000
Washington, D.C., DC
20374
USA

ATTENTION:

703-653-7676 (Voice)
VENDOR CAGE CODE:

TRANSMITTED ELECTRONICALLY TO siransy@us.ibm.com

ORDER NUMBER:

DEMO0032905

1

CUSTOMER SHOPPING

NUMBER:

DEMO0000001242

.

CUSTOMER:

Department of Defense Activity Code N62742
Pasion, Steven
EMAIL Address: steve.pasion@navy.mil
Voice: (808) 474-6317
Fax: <Not Provided>
Department: DoD
Service/Agency: Navy
Major Command: Naval Facilities Engineering Command

2

PLACE OF PERFORMANCE:

ADDRESS 24
1234 ANWHERE STREET

3

PEARL HARBOR, HI
96860
USA

.

SHIP VIA:

GROUND

PAYMENT METHOD:

IMPAC 4111 1111 1111 1111
Expires: 4/2005

Name as it appears on card: S PASION

4

.

BILLING ADDRESS:

258 MAKALAPA DR STE 100
PEARL HARBOR, HI
968603134
USA

**** NOTE: Key Data Elements**

1. Supplier Order Number
2. Orderer Name, Telephone and Email
3. Place of Performance Address and Point of Contact
4. Purchase Card (Credit Card) Number, Expiration Date and Billing Address information

Copy to Clipboard

OK

SAMPLE EMAIL ORDER - Continued



Text Viewer

PAYMENT METHOD:
IMPAC 4111 1111 1111 1111
Expires: 4/2005
Name as it appears on card: STEVEN PASION

BILLING ADDRESS:
258 MAKALAPA DR STE 100
PEARL HARBOR, HI
968603134
USA

SPECIFIC INSTRUCTIONS:
Complete within 10 working days after receipt of order. Update scheduled and completion dates/times in Order Status.
Contact Mr. Inspector #1 5555, for access to quarters.

ORDER FOR ITEMS ON CONTRACT:
SP5200FAC9210

----- BEGIN ITEMS FOR DELIVERY -----

LINE NUMBER: 0001
QUANTITY: 1000
UNITS: SF
DESCRIPTION: Carpet or Rug Shampooing for Family
PART NUMBER: A1010
AUX PART NUMBER: A1010
UNIT PRICE: \$0.10
INTERNAL REFERENCE: SP52004188019E
VENDOR REBATE CODE: NONE
NSN:

LINE NUMBER: 0002
QUANTITY: 20
UNITS: EA
DESCRIPTION: Cleaning Window Blinds
PART NUMBER: A1007
AUX PART NUMBER: A1007
UNIT PRICE: \$3.00
INTERNAL REFERENCE: SP52004188020E
VENDOR REBATE CODE: NONE
NSN:

LINE NUMBER: 0003
QUANTITY: 200
UNITS: EA
DESCRIPTION: Interior Glass Cleaning for Family
PART NUMBER: A1013
AUX PART NUMBER: A1013
UNIT PRICE: \$1.00
INTERNAL REFERENCE: SP52004188021E
VENDOR REBATE CODE: NONE
NSN:

**** NOTE: Key Data Elements**

5. Instructions, including Period of Performance
6. Contract Number
7. Order Item Details, including Item Description, Unit Cost, Quantity and Contract Line Item Number

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OK



DOD EMALL ORDER - Continued



Status Messages - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://emall6.prod.dodonline.net/main/orders/order_detail/supplierOrderDetail.do Go Links

DOD EMALL
www.emall.dla.mil

1st Choice Support for the Warfighter
(Federal Buyers Welcome Too!)

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EMALL Orders | MRA Status |

» Home » Orders » Last Order Search » Purchase Order MOMS00001342696 You are logged in as: **1QL61**

Supplier Order ID	Document Number	Date Entered	Status	Qty	Event Date	Comments	Reporter
Order Status: Backordered							

**** NOTE:** When a client signifies acceptance of an order, via Material Receipt Acknowledgement (MRA), a new order status of “Received” will be listed. Once the full quantity has been satisfactorily completed, the Contractor can charge the Government Purchase card through their own financial institution.

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Version 6.1.2

Done Internet

DOD EMALL ISSUES



- **NAVFAC and Supported Commands continue to have GPC issues**
- **NAVSUPINST 4200.99, Page 1.2, Subparagraph (2)(g) authorizes use of DOD EMALL:**
 - “(2) The purchase card may be used as a method of payment in conjunction with other contracting methods above the micro-purchase threshold for the following categories.....**
 - (g) Placing delivery and task orders (e.g. DOD EMALL) against**
 - competed Indefinite Delivery, Indefinite Quantity (IDIQ)**
 - contracts for orders valued at \$100,000 and below.”**

NAVFAC DOD EMAIL SALES FOR FY04-07



NAVFAC DOD EMAIL Sales by Fiscal Year	Number of Orders	Total Sales
FY04	1446	\$ 686,679.30
FY05	7320	\$ 5,277,627.00
FY06	9536	\$ 10,771,889.96
FY07	9650	\$ 15,895,286.11

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Questions?